

# **TRANSFERRING FILES BETWEEN THE RS6000 AND A WORKSTATION (OSA-9)**

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***VERSION (2.0)***

# TRANSFERRING FILES BETWEEN THE RS6000 AND A WORKSTATION

## OVERVIEW

Magnetic media files, spool files, and spreadsheet import files created on the RS6000 must be transferred to a PC or a Macintosh for further use. An example of a file that must be copied from a workstation to the RS6000 for processing is the check reconciliation file. Follow the correct procedures below for your type of computer.

## Transferring Electronic Files Using a PC

If you have a PC, complete the following instructions for transferring electronic files between the RS6000 and a PC.

1. From your workstation's desktop, select **Start -> Run**.
2. In the **Open** field, type **command** and then click the **OK** button. This will open an MS-DOS window.
3. At the C:\WINDOWS prompt, type the following to change the directory:

**cd \** (Press **Enter**.)

4. At the C:\ prompt, type the following, replacing *district* with your district's domain name:

**ftp rs6000.district.k12.ky.us** (Press **Enter**.)

A prompt similar to the following will appear:

```
Connected to rs6000.district.k12.ky.us.  
220 rs6000 FTP server (Version 4.1 Tue June 29 08:10:53 EST 1999)  
ready.  
Name (rs6000.district.k12.ky.us:username):
```

5. Enter your user name.

The following prompt will appear:

```
331 Password required for username.  
Password:
```

6. Enter your password.

The following prompt will appear:

```
230 User username logged in.  
ftp>
```

7. Type the following, replacing *fullpath* with the correct directory for your use:

**cd /fullpath** (Press **Enter**.)

The following prompt will appear:

```
250 CWD command successful.
ftp>
```

8. Type the following and verify you are in the path entered in the previous step:

**pwd** (Press **Enter**.)

A prompt similar to the following will appear:

```
257 "fullpath" is current directory.
ftp>
```

9. Type the following:

**ascii** (Press **Enter**.)

The following prompt will appear:

```
200 Type set to A; form set to N
ftp>
```

10. To transfer a file from the RS6000 to your workstation, use the GET command as demonstrated below, replacing **filename** with the name of the file to be transferred:

**get filename** (Press **Enter**.)

11. To transfer a file from your workstation to the RS6000, use the PUT command as demonstrated below, replacing **filename** with the name of the file to be transferred :

**put filename** (Press **Enter**.)

12. After a PUT or GET command, a message similar to the following will appear:

```
200 PORT command successful.
150 Opening data connection for filename (### bytes).
226 Transfer complete.
### bytes received in #.##### seconds (##.## Kbytes/s)
ftp>
```

13. Type the following to terminate the session:

**bye** (Press **Enter**.)

14. The following prompt will appear:

```
221 Goodbye.
```

15. Type the following at the C:\ prompt to close the MS-DOS window and return to Windows:

**exit** (Press **Enter**.)

The file has been copied to your workstation (if the GET command was used) or the RS6000 (if the PUT command was issued).

## **Transferring Electronic Files Using A Macintosh**

If you have a Macintosh, complete the following instructions for transferring electronic files between the RS6000 and a Macintosh.

1. Locate and highlight **FTP client** by clicking on:

- i. Macintosh HD
- ii. Internet Applications
- iii. Pathway Access

2. Select **New** from the **File** menu.

The **FTP preferences** window is displayed.

3. Enter the following:

- i. Host Name (IP address of your RS6000)
- ii. User Name
- iii. Password

4. Ensure that **UNIX** is selected as the **Host OS**.

5. Click on **connect**.

A double-sided menu screen is displayed. The left side of the screen shows directories on your local workstation. The right side of the screen shows files and directories on the RS6000 server.

6. Click on the **ASCII** option found in the upper middle portion of the screen.

7. *To transfer a file from the RS6000 to your workstation,*

- a) On the left (workstation) side, select the target directory to copy the file to.
- b) On the right (RS6000) side, select the file to copy.
- c) Click on the <<**COPY**>> button to initiate the transfer.

8. *To transfer a file from your workstation to the RS6000,*
  - a) On the left (workstation) side, select the file to copy.
  - b) On the right (RS6000) side, select the target directory to copy the file to.
  - c) Click on the >>**COPY**>> button to initiate the transfer.
9. The system then prompts for confirmation to transfer the file. Click **OK**. It will take a few moments to transfer the file between the RS6000 and the Macintosh workstation.
10. Close the FTP session by clicking on **file -> close**.